

AGENDA



Thursday, August 23, 2007

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**
Item No. 26

Subject: Authorize award and execution of a 12-month requirements supply contract with SECURITY SAFETY & SUPPLY, Houston, TX, for portable water coolers and associated replacement parts in an estimated amount not to exceed \$72,169, with two 12-month extension options in an estimated amount not to exceed \$75,779 for the first extension option and \$79,567 for the second extension option, for a total estimated contract amount not to exceed \$227,515.

Amount and Source of Funding: Funding in the amount of \$6,014 is available in the Fiscal Year 2006–2007 Operating Budget of the Financial & Administrative Services Department. Funding for the remaining 11 months of the original contract period and extension options is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Mary Quintero-Herrera, Buyer II/974-3266.

Purchasing Language: Lowest bid of two bids received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract is for the supply of portable water coolers and associated replacement parts for various City departments to be purchased on an as needed basis. These water coolers are used by personnel City-wide when working in the field away from City offices.

MBE/WBE solicited: 0/0

MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Forty one notices were sent. There are not known MBEs/WBEs for this commodity code. Two bids were received.
- c. The pricing offered represents an increase of 18% to the last contract award in July 2005. This increase is due to the rising cost of plastic and petroleum production.

APPROVAL JUSTIFICATION

- a. Lowest bid received.
- b. The Purchasing Office concurs with Financial and Administrative Services, Materials Management's recommended award.
- c. Advertised in the Austin American-Statesmen and on the Internet.